

MEMORANDUM

TO: Superintendent, Spencer County Public Schools
 FROM: Carol Herndon/GT Services

DATE: 09/30/2014 mm/dd/yyyy

SUBJECT: Request to Surplus Property

Please Read: The District does not have a storage facility or space; therefore, storage of surplus equipment is a school responsibility. The District will advertise available surplus at www.spencer.k12.ky.us/co/finance/surplus_items.htm so other schools can check for needed equipment before ordering new. Occasionally surplus property will be advertised for sealed bid or auctioned.

Please accept this recommendation to surplus the following property:

LOCATION	QTY	DESCRIPTION	SERIAL#	ASSET TAG#	CONDITION
SCHS	1	Dell Computer	JCJQ4J1	12414	Usable - Poor
SCHS	1	Computer Monitor			Usable - Good
SCHS	1	HP Officejet 6310 all in one printer	SDG0B-0506		Not Usable
<choose one>					<choose one>
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 Michele Barlow at Central Office



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